

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

CDC

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

9

b. Other

c. Proposed by Initiating Office

DATA MANAGEMENT SPECIALIST

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

US MISSION KAMPALA

a. First Subdivision

CENTERS FOR DISEASE CONTROL

b. Second Subdivision

INFORMATICS

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

JENNIFER GALBRAITH

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The purpose of this position is: 1) to provide expert technical guidance in the development, support, and management of the CDC Uganda databases and support partner databases related to monitoring of all aspects of the HIV/AIDS prevention and care programs and research; 2) to consult with and provide expert technical and statistical support to behavioral scientists, informatics, epidemiologists, public health program managers, and other scientists in the development and use of databases related to the prevention and care of HIV/AIDS programs and research. This position will be located in the

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Development of data management systems (40%)

The incumbent will design, implement, and conduct data management activities originating from DGHA projects and studies. Incumbent will provide technical advice to implementing partners supported by CDC-Uganda. Incumbent will explore approaches to HIV/AIDS prevention and treatment through innovative strengthening and updating of existing data systems and the development of additional systems. Incumbent designs and develops data management systems and plans for the collection and management of data; assists in the development of data analysis plans, procedures, and guidelines. Develops and maintains standard SAS programs to ensure accurate and consistent presentation of data to meet PEPFAR data reporting needs. Incumbent will provide guidance to the branch and project officers, activity managers, and implementing partner data officers. The incumbent will maintain expert level state-of-the-art knowledge of systems development/programming techniques through training or consulting subject area specialists. The incumbent will advise the Team Leader on data management issues and policies.

Data Quality Assurance (20%)

Using the SAS Software System, SPSS, Epi Info, QDS, and applications developed by the CDC Informatics Group, this position will develop analysis programs for the evaluation and improvement of the data in terms of validity, accuracy, and timeliness. The data manager will also be responsible for the design and the implementation of data timeliness, accuracy, and integrity algorithms for all CDC-Uganda activities. After developing tools for assessing data quality, the data manager will distribute these tools and oversee their routine use and routinely monitor that the proper data management practices are being implemented for the various CDC projects and implementing partners. The Incumbent will also work closely with CDC-Uganda partners to provide expert consultation in their data management activities.

Technical Assistance and Consultation (20%)

The incumbent will provide advanced technical support for behavioral scientists, informatics, epidemiologists, public health program managers, and other scientists who will be performing analyses of USG supported activities and related data bases. This includes working with national data bases managed by various stakeholders including PEPFAR Technical Working Groups (TWGs), CDC projects, host government departments and implementing partners, among others. In this capacity, the incumbent must be very familiar with the management of extremely large databases - statistical and epidemiological in nature and conversant with the related design methodologies.

Workshop and Presentations (20%)

The incumbent will provide workshops on data base management systems, software and programming to behavioral scientists, informaticians, non-statistician researchers, epidemiologists and implementing partners using SAS, Epi-Info, SPSS, QDS, SQL or other data management software as required. Incumbent will also develop presentation materials. The incumbent will also participate in the presentation or publication of results and other technical work done alone or in collaboration with other CDC scientists.

Note: This position description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelor's degree in Computer Science, Information Technology, Mathematics, Biostatistics, Data Management, Statistics, Economics, Physics, Social Sciences or Business Administration is required.

b. Prior Work Experience

Five years' experience in data management or statistical data analysis and reporting in a clinical or public health setting is required.

c. Post Entry Training

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English (fluency-speaking/reading/writing) is required.

e. Knowledge

The incumbent must have comprehensive knowledge of data management, quality assurance and analysis methods; The incumbent must have advanced computer programming skills, including SAS, SPSS, QDS, SQL and Epi-Info; proficiency in the application of standard and advanced statistical methods of study design and data analyses; Incumbent must demonstrate the ability to work effectively with implementing partners; incumbent must be able to interpret data from study results and communicate findings, both verbally and in writing within and outside the CDC, and other health related organizations; thorough working knowledge of computers (hardware, various software programs and LAN systems), as well as good knowledge of manipulation of data for reporting and analysis is required.

f. Skills and Abilities

The incumbent must have advanced computer programming and data management skills including programming using SAS, QDS, SQL, SPSS and Epi-Info; advanced skills with Microsoft Office word processing, spreadsheet, Power Point and MS Access and must have skills in development of data capture applications and reporting tools; incumbent must be able to interpret data from study results and communicate findings, both verbally and in writing, to other scientific staff, health program managers, other health officials both within and outside the CDC, and other health related organizations.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent will receive ideas and general direction of CDC Uganda priorities from the Unit Lead but will be expected to use own initiative to develop and implement innovative ideas. For most projects, the incumbent will work independently to develop proposals, coordinate the work of project teams, provide technical consultation, and participate in policy development. The incumbent will serve as liaison on complex, technical issues between the other units within the branch or CDC Uganda Offices.

b. Available Guidelines

The incumbent is expected to follow CDC-Uganda regulations, objectives, policies, and standards in the conduct of all projects. Sound judgment, originality, and resourcefulness are required on gathering sufficient data from program managers, project officers, local/national HIV/AIDS prevention and care program managers, and other USG agencies on the design, implementation and support of data systems for use in the branch and for implementing partners. However, guidelines are often insufficient or conflicting, and judgment must be applied to determine the best course of action.

c. Exercise of Judgment

Incumbent will exercise a significant degree of judgment in all aspects of designing, testing and implementing, and maintaining highly complex scientific and program-type data management systems, and frequently require the inclusion of design consideration for integration with existing systems either at the CDC or at the implementing partner level. Supervisor will discuss major strategies and priorities, and employee will make independent decisions in carrying out work objectives.

d. Authority to Make Commitments

Position has no authority to make financial commitments.

e. Nature, Level and Purpose of Contacts

Frequent internal high-level contacts with behavioral scientists, informatics, epidemiologists, public health program managers, and other scientists. External contacts are with senior science personnel and program managers in the MOH or other implementing partners. The contacts are for the purpose of improving data management and use of HIV/AIDS program data or other data monitoring activities.

f. Supervision Exercised

Position has no direct supervisory responsibilities but as a senior technical expert provides work guidance related to all aspects of data management activities to at least 10 staff within the Branch and will affect many of CDC's constituents such as Ministry of Health, Uganda Bureau of Statistics, and implementing partners.

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks.